



FMLA Coordinator Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Form Description
FMLA Processing	XT51	Form	Yes	No	Yes	Yes	Yes	Form is used to track employee information for an FMLA leave of absence. The data enables on-line inquiries and reports to determine FMLA leave usage and balances.
Employee Leave of Absence	XT251	Report	Yes	No	Yes	Yes	Yes	Report details leave of absence information that can be filtered by range of dates, employee, employee group, process level or department.
Manual Transactions by Employee	LP70.1	Form	Yes	Yes	No	No	No	Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.
Manual Transactions by Employee	LP70.2	Form	Yes	Yes	No	No	No	Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.
Open Manual Transactions	LP270	Report	Yes	No	Yes	Yes	Yes	Report is used to list all open manual transactions that are listed on the LP70. Once the records have been processed, the transactions will no longer appear on this report.
Employee Transaction History	LP264	Report	Yes	No	Yes	Yes	Yes	Report is used to list historical transactions for selected employees in a selected plan or plans.
Employee Service Inquiry	LP60.1	Form	Yes	Yes	No	No	No	Verify number of hours calculated for length of service in hours-based plan. Confirm accrual calculation based on hours worked in pay period.
Employee Event Inquiry	LP60.2	Form	Yes	Yes	No	No	No	Displays event history for an employee. Pay code, date, day and hours are shown. Verify number of hours used to decrement balance. Confirm event has been entered.